

iMBEWU FUND

PETROL STATIONS FRANCHISES CHECKLIST

	INFORMATION REQUIRED WITH THE APPLICATION FORM	Tick if complete/NA
1.	Signed Application Form	
2.	Personal statement of asset and liability	
3.	Signed NEF Indemnity form	
4.	Detailed business plan including the applicant's CV's	
5.	Signed Appointment Letter from the Oil Company (New & Existing Sites)	
6.	Detailed breakdown of funding requirements	
7.	Proof and source of own contribution	
8.	Facility letter from the bank	
9.	Financial forecast for five years which includes clear financial assumptions	
10.	<i>Information Required for Acquisition of Existing Sites</i>	
10.1	- Signed Purchase and Sale agreement	
10.2	- Valuation details (The valuation should be based on industry norms i.e. Ebitda multiple of 36)	
10.3	- Copy of audited financial statements (for existing business) – preferably three years if the business has been operating for that long.	
10.4	- Copy of recent management accounts.	
10.5	- Past 3 year's monthly forecourt and convenience store performance of the site.	
10.6	- Copy of Bank Statements for the past 6 months.	





10.7	- Copy of Existing Operating Lease.	
11.	Statutory Requirements for New Sites	
11.1	- Detailed Feasibility study	
11.2	- Traffic Impact Assessment Report	
11.3	- Approved building plans by the Municipality	
11.4	- Zoning certificate and Environmental Impact Assessment	
11.5	- Site and Retail License from the Department of Energy	
12.	INCOME STATEMENT ASSUMPTIONS	
12.1	New sites- the assumptions on budgeted sales should be linked to the feasibility study and or traffic impact assessment report.	
12.2	Existing sites -the assumptions on budgeted sales should be based on the historical sales trends.	
12.3	New sites , the budgeted gross profit margin should be based on the aindustry norm and/or trends of similar sites.	
12.4	For existing sites , the budgeted gross profit margin should be based on the historical gross profit margin achieved.	
12.5	Provide a breakdown of cost of sales	
12.6	Financial projections should specify assumptions on the major operating expenses	
	- Rental	
	- Bank charges	
	- Royalty fees	
	- Salaries and wages	
	- Municipal fees (water & lights)	
13.	BALANCE SHEET ASSUMPTIONS	





13.1	The capital expenditure should match the quotations provided	
13.2	Assumptions on the payment terms with the creditors (suppliers) if any. Will there be cash on delivery, 30 days, 45 days, etc.)	
13.3	Show how the assets are depreciated over time (new & existing sites)	
13.4	Level of gearing should be acceptable to Oil company and the NEF	

